

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100040017-5

REPORTS INVENTORY					CONTROL NO.	
PREPARE IN DUPLICATE					DDP - 75	
1. TITLE OF REPORT (if a fill-in report include Form No.)					2. TYPE OF REPORT	STATISTICAL <input checked="" type="checkbox"/> NARRATIVE MACHINE-NAME LISTING
SEMI-ANNUAL OPERATIONAL SUMMARY						
3. FUNCTIONAL AREA	PERSONNEL		TRAINING		ADMIN. GENERAL	
	LOGISTICS		SECURITY		OTHER (specify)	
	MEDICAL		FINANCE		Operations	
4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)				6. DISTRIBUTION (No. of components not number of copies)	
6	Semi-annually				2	
7. FORMAT (memorandum, form, computer print-out, etc.)	8. ADP PROCESSING				9. DIRECTIVE AUTHORITY REQUIRING REPORT	
Memo	<input checked="" type="checkbox"/> YES		IF YES GIVE ADP PROCESSING NO.		25X1	
<input type="checkbox"/> NO						
10. PREPARING COMPONENT (include lowest level contributing information to report)			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
AF and WH						
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X TIMES PREPARED = COST PER YEAR
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR					\$16,773.00	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)					MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE						
<input type="checkbox"/> DISCONTINUE						
16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION	
October 1970	Approved For Release 2006/11/13 : CIA-RDP75-00399R000100040017-5					